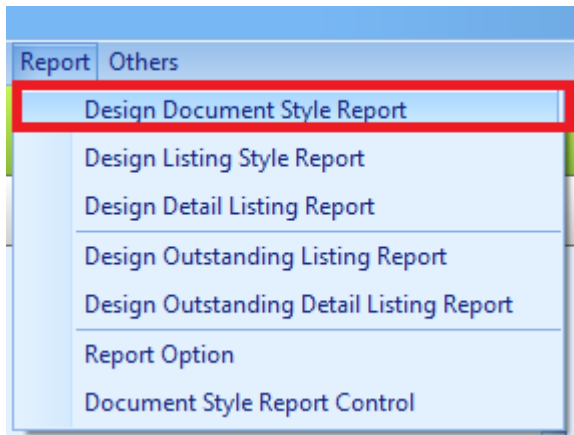


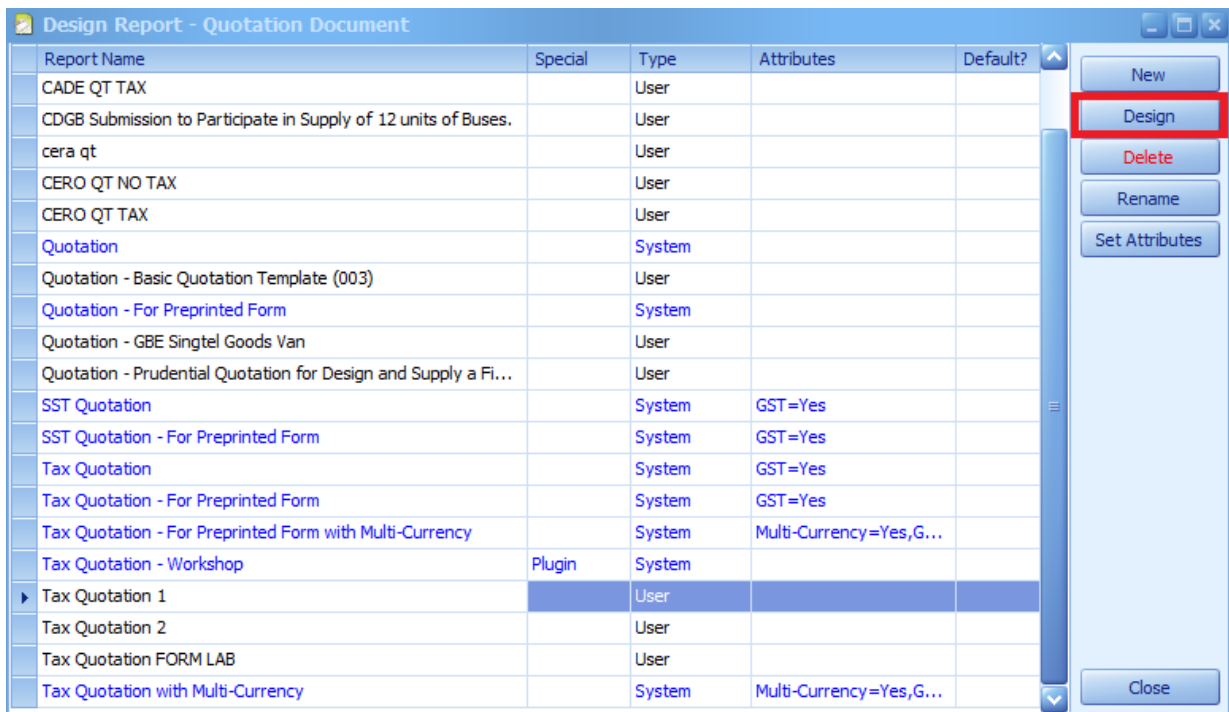
1. Guide on how to edit your customised report.

1.1 Make a copy of customized report and start redesigning:

Go to Sales → Quotation / Sales Order / Delivery Order / Invoice / Cash Sales / Credit Note Report → Design Document Style Report



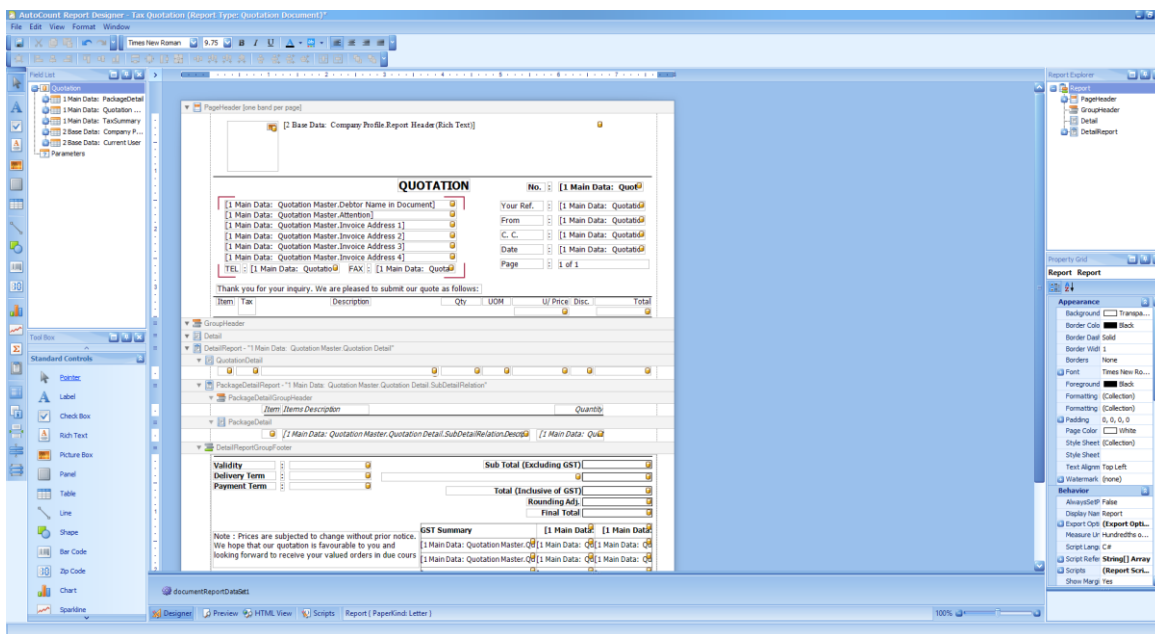
Choose which report you want to amend and highlight it. After that click on **Design** button.



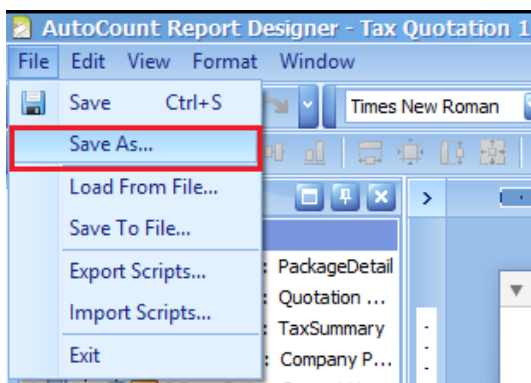
Guide on RCRG-S

Re-Designing Customized Reports from GST to SST

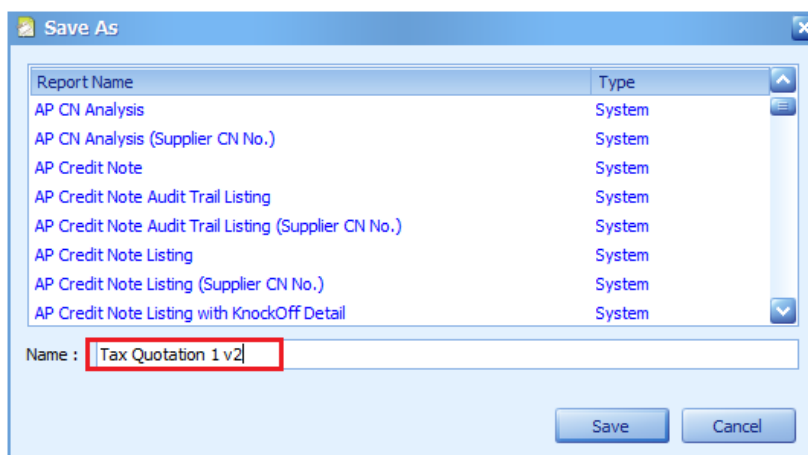
You will see the report designer as shown below.



Then go to **File > Save As**.



Rename it and click on save. Example below, I put a v2.



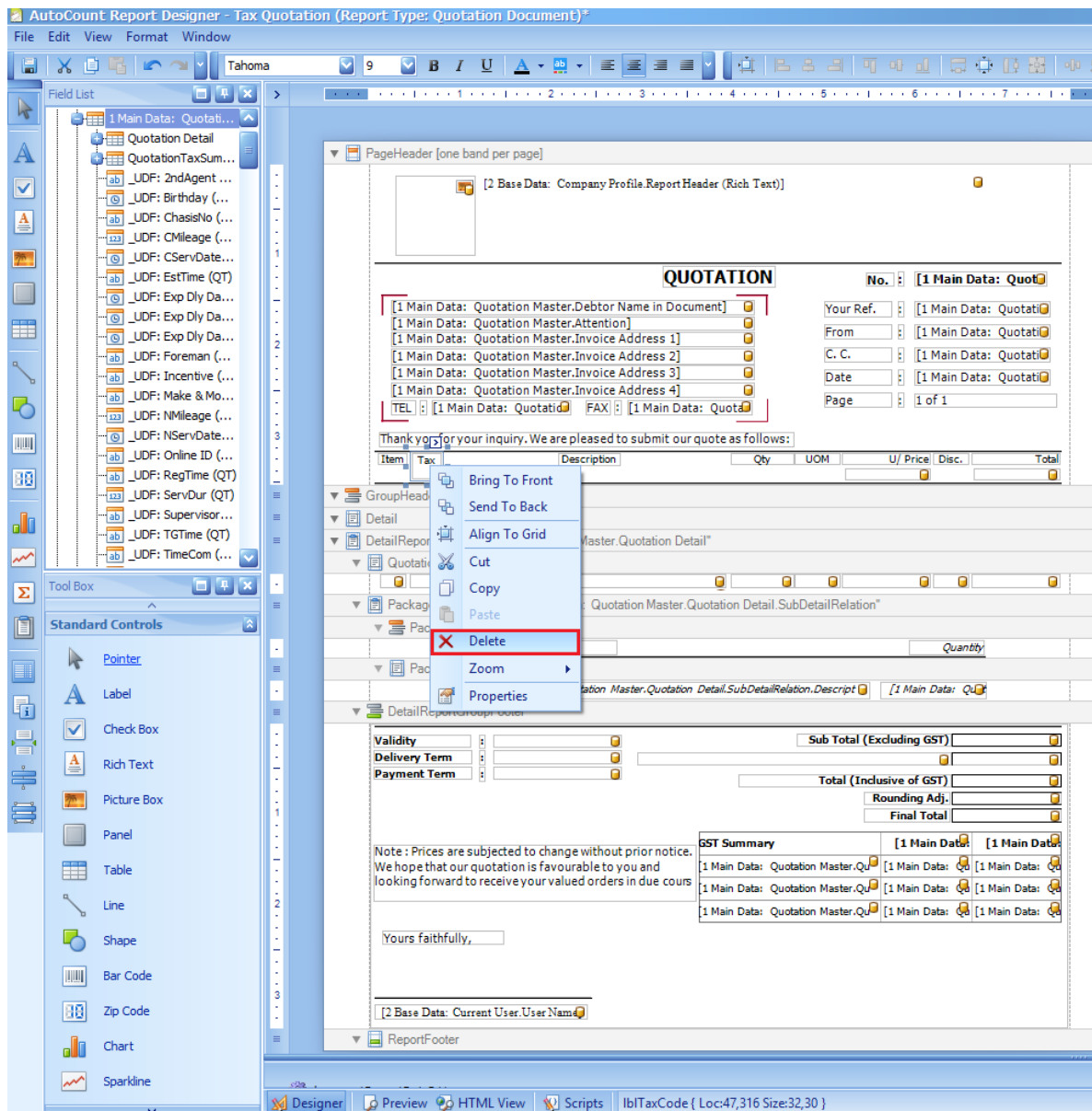
You will have your v2 and your original report. Now choose your v2 to start edit.

Design Report - Quotation Document					
Report Name	Special	Type	Attributes	Default?	
CDGB Submission to Participate in Supply of 12 units of Buses.		User			
cera qt		User			
CERO QT NO TAX		User			
CERO QT TAX		User			
Quotation		System			
Quotation - Basic Quotation Template (003)		User			
Quotation - For Preprinted Form		System			
Quotation - GBE Singtel Goods Van		User			
Quotation - Prudential Quotation for Design and Supply a Fi...		User			
SST Quotation		System	GST=Yes		
SST Quotation - For Preprinted Form		System	GST=Yes		
Tax Quotation		System	GST=Yes		
Tax Quotation - For Preprinted Form		System	GST=Yes		
Tax Quotation - For Preprinted Form with Multi-Currency		System	Multi-Currency=Yes,G...		
Tax Quotation - Workshop	Plugin	System			
Tax Quotation 1		User			
Tax Quotation 1 v2		User			
Tax Quotation 2		User			
Tax Quotation FORM LAB		User			
Tax Quotation with Multi-Currency		System	Multi-Currency=Yes,G...		

New
Design
Delete
Rename
Set Attributes
Close

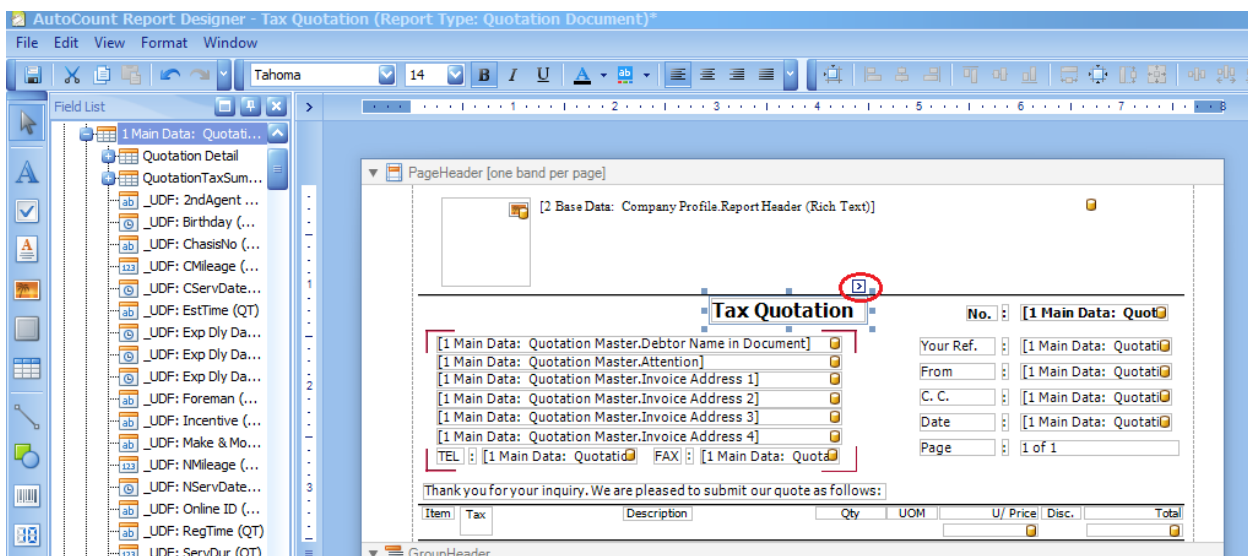
1.2 How to delete unwanted label.

Click on the label that you want to remove, then right click and delete.

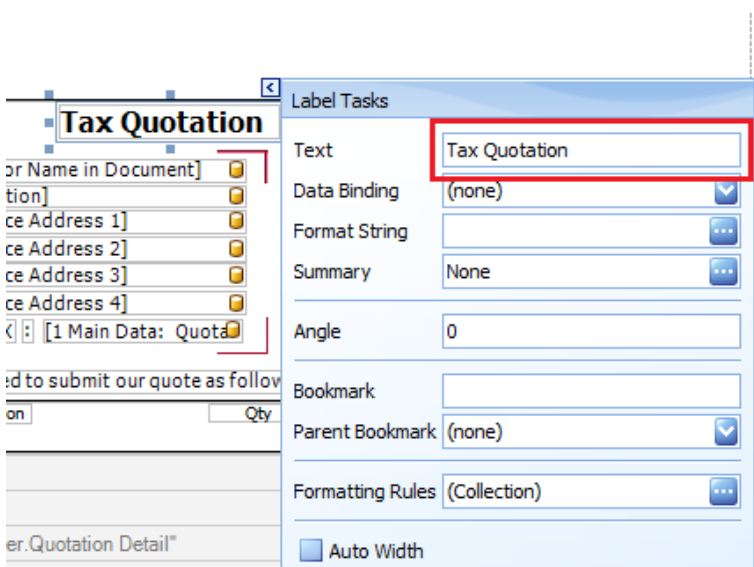


1.3 How to rename the label.

Click on the label you want to rename, then you will see a small arrow pointing toward the right side. Click on that arrow.



Label tasks will pop out after you click on the arrow. On the **Text** box, you can rename your label as highlighted below. After you rename just press enter button.



1.4 How to hide label or table.

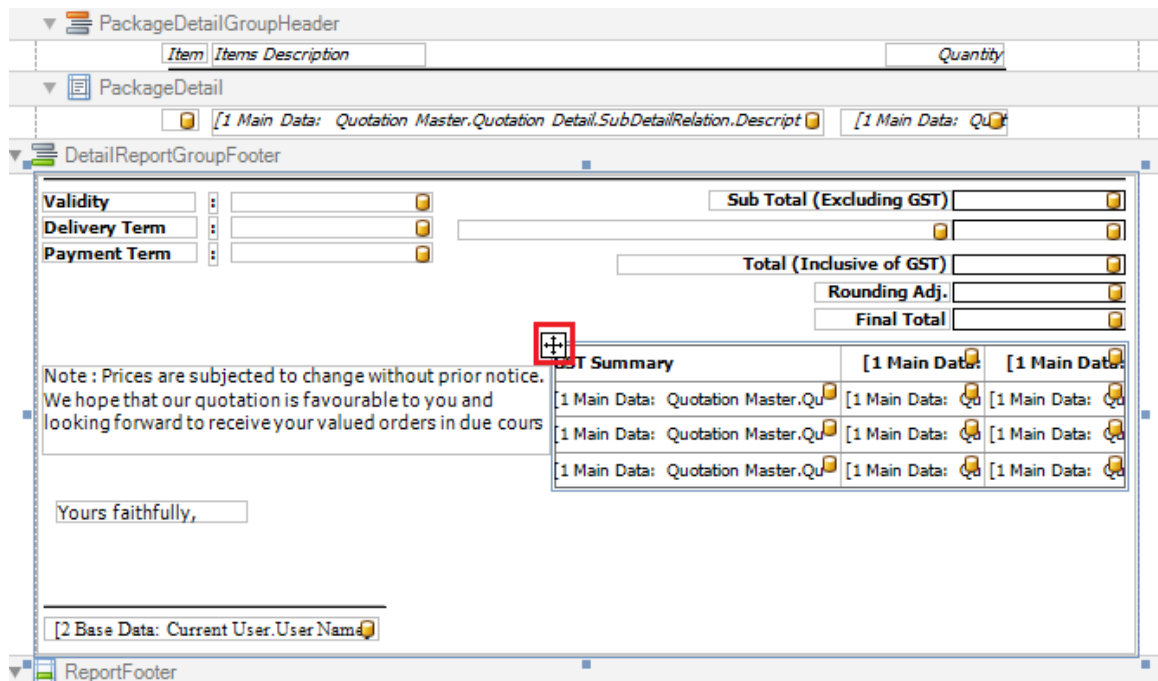
Since GST is a delicate field which involve coding, you can't simply delete or rename it because it will cause error.

To remove them, we simply just hide them.

For label you can just highlight it while for table you have to select the whole table.

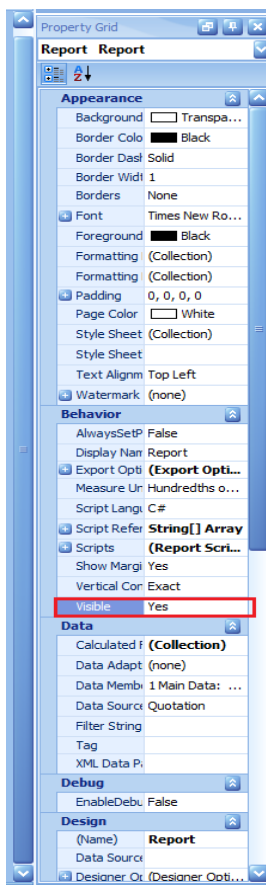
To select the whole table, navigate your mouse cursor to top left and you will see an arrow pointing all 4 directions as shown in the picture below.

Click on that arrow you will highlight the whole table.



The screenshot shows a report design window with various sections. A table is highlighted with a red box around its top-left corner, where a four-way arrow icon is located. The table contains a 'GST Summary' section with three rows of data. The report also includes fields for 'Validity', 'Delivery Term', 'Payment Term', 'Sub Total (Excluding GST)', 'Total (Inclusive of GST)', 'Rounding Adj.', 'Final Total', and a 'Note' section. The bottom of the report shows a 'ReportFooter' section with a field for 'Current User.User Name'.

After highlighted them, on your right side search for Visible and then change it to 'No'.

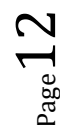


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Auto Count Sdn Bhd (751600-A) www.autocountsoft.com
B2-3A-01, Level 3A, Block B2, Meritux @ Oasis Corporate Park, No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.
Tel: 603-3080 8888 Fax: 603-7621 0911

Auto Count Sdn Bhd (751600-A) www.autocountsoft.com
B2-3A-01, Level 3A, Block B2, Meritux @ Oasis Corporate Park, No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.
Tel: 603-3080 8888 Fax: 603-7621 0911



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Page 15

Page 16

Page 17

Auto Count Sdn Bhd (751600-A) www.autocountsoft.com
B2-3A-01, Level 3A, Block B2, Meritux @ Oasis Corporate Park, No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.
Tel: 603-3080 8888 Fax: 603-7621 0911

Auto Count Sdn Bhd (751600-A) www.autocountsoft.com
B2-3A-01, Level 3A, Block B2, Meritux @ Oasis Corporate Park, No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.
Tel: 603-3080 8888 Fax: 603-7621 0911

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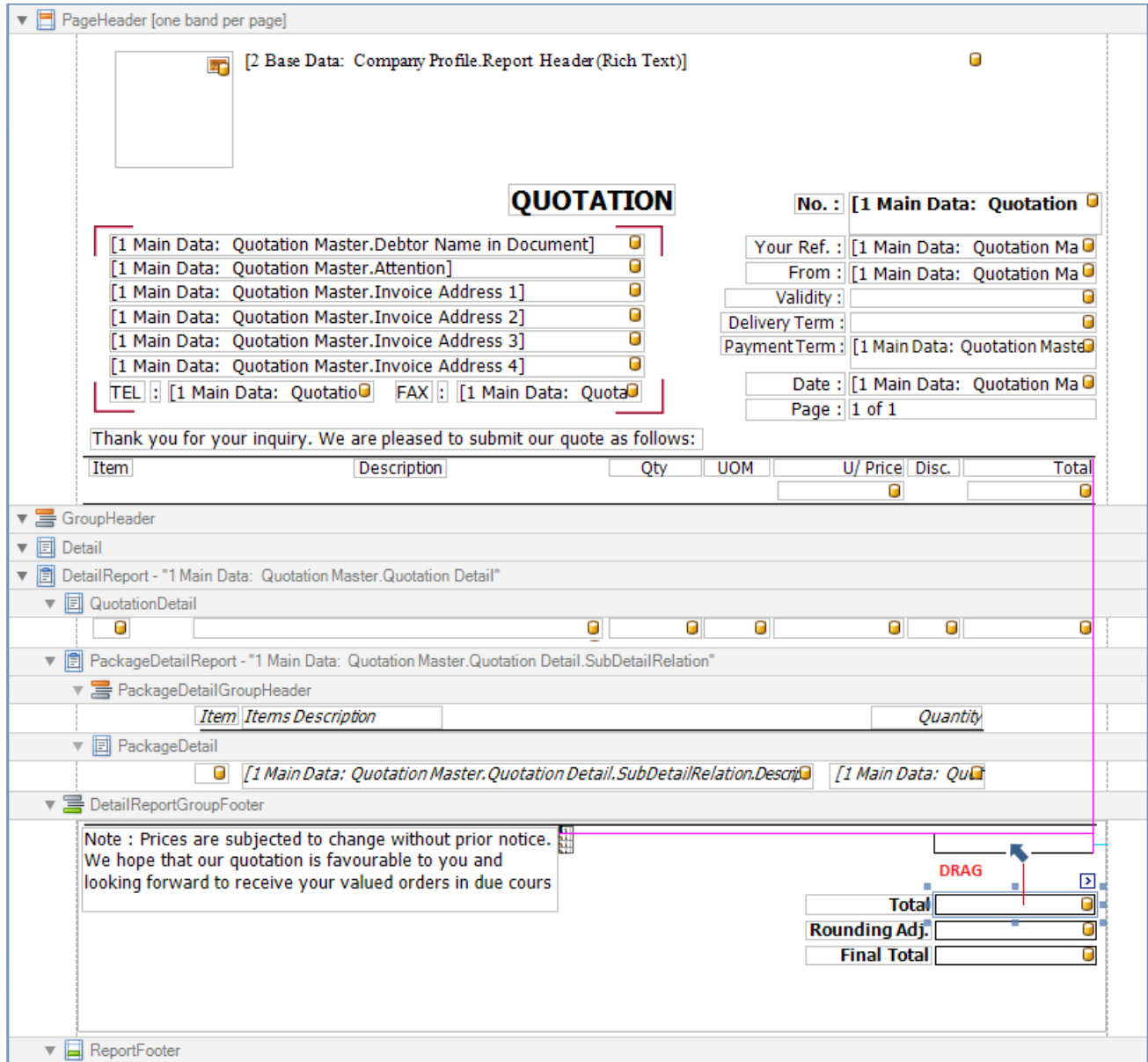
2. How to move a label

After you have deleted some of the labels, that area will be blank and it may not look nice.

GST > SST (123456-A) B3-9-2, 2nd Floor, Lorong Batu Nilam 3F, Bandar Bukit Tinggi, 41200 Klang, Selangor Tel: 03 3080 8888 Sales Tax ID No : SST-12345 Service Tax ID No : SST-56789						
QUOTATION				No. : QT-000001		
Debtor One D1 Jalan D1 Bandar D1				Your Ref. : From : Validity : Delivery Term : Payment Term :		
TEL :		FAX :		Date : 15-01-2017 Page : 1 of 1		
Thank you for your inquiry. We are pleased to submit our quote as follows:						
Item	Description	Qty	UOM	U/ Price RM	Disc.	Total RM
1.	Portable PC 405	2	UNIT	450.00		900.00
2.	Portable PC 705	2	UNIT	750.00		1,500.00
3.	OS System 2010	1	UNIT	200.00		200.00
4.	OS System 2010 SE	1	UNIT	250.00		250.00
5.	Accounting Express	2	UNIT	150.00		300.00
6.	Iventory Express	2	UNIT	150.00		300.00
7.	Office 123	1	UNIT	100.00		100.00
8.	Windows 456	1	UNIT	120.00		120.00
Note : Prices are subjected to change without prior notice. We hope that our quotation is favourable to you and looking forward to receive your valued orders in due course. Thank and regards.						Total 3,670.00

Blank? Not
presentable?

To adjust the fields, go back to the report designer, highlight the label(s) you wish to move, hold and drag it to the desired place.



PageHeader [one band per page]

[2 Base Data: Company Profile Report Header (Rich Text)]

QUOTATION

No. : [1 Main Data: Quotation]

Your Ref. : [1 Main Data: Quotation Ma]

From : [1 Main Data: Quotation Ma]

Validity : [1 Main Data: Quotation Ma]

Delivery Term : [1 Main Data: Quotation Ma]

Payment Term : [1 Main Data: Quotation Ma]

Date : [1 Main Data: Quotation Ma]

Page : 1 of 1

Thank you for your inquiry. We are pleased to submit our quote as follows:

Item	Description	Qty	UOM	U/ Price	Disc.	Total
[1 Main Data: Quotation Master.Debtor Name in Document]	[1 Main Data: Quotation Master.Attention]	[1 Main Data: Quotation Master.Invoice Address 1]	[1 Main Data: Quotation Master.Invoice Address 2]	[1 Main Data: Quotation Master.Invoice Address 3]	[1 Main Data: Quotation Master.Invoice Address 4]	

TEL : [1 Main Data: Quotation] FAX : [1 Main Data: Quotation]

Note : Prices are subjected to change without prior notice. We hope that our quotation is favourable to you and looking forward to receive your valued orders in due cours

DRAG

Total

Rounding Adj.

Final Total

ReportFooter

Or you may use the up, down, left and right buttons on your keyboard to move it.



After you are happy with the position of the label(s), then save it.

PageHeader [one band per page]

[2 Base Data: Company Profile.Report Header (Rich Text)]

QUOTATION

[1 Main Data: Quotation Master.Debtor Name in Document]
 [1 Main Data: Quotation Master.Attention]
 [1 Main Data: Quotation Master.Invoice Address 1]
 [1 Main Data: Quotation Master.Invoice Address 2]
 [1 Main Data: Quotation Master.Invoice Address 3]
 [1 Main Data: Quotation Master.Invoice Address 4]
 TEL : [1 Main Data: Quotation Master.Telephone] FAX : [1 Main Data: Quotation Master.Fax]

No. : [1 Main Data: Quotation Master.Quotation No.]
 Your Ref. : [1 Main Data: Quotation Master.Your Reference]
 From : [1 Main Data: Quotation Master.From]
 Validity : [1 Main Data: Quotation Master.Validity]
 Delivery Term : [1 Main Data: Quotation Master.Delivery Term]
 Payment Term : [1 Main Data: Quotation Master.Payment Term]
 Date : [1 Main Data: Quotation Master.Date]
 Page : 1 of 1

Thank you for your inquiry. We are pleased to submit our quote as follows:

Item	Description	Qty	UOM	U/ Price	Disc.	Total

GroupHeader

Detail

DetailReport - "1 Main Data: Quotation Master.Quotation Detail"

QuotationDetail

PackageDetailReport - "1 Main Data: Quotation Master.Quotation Detail.SubDetailRelation"

PackageDetailGroupHeader

Item	Items Description	Quantity

PackageDetail

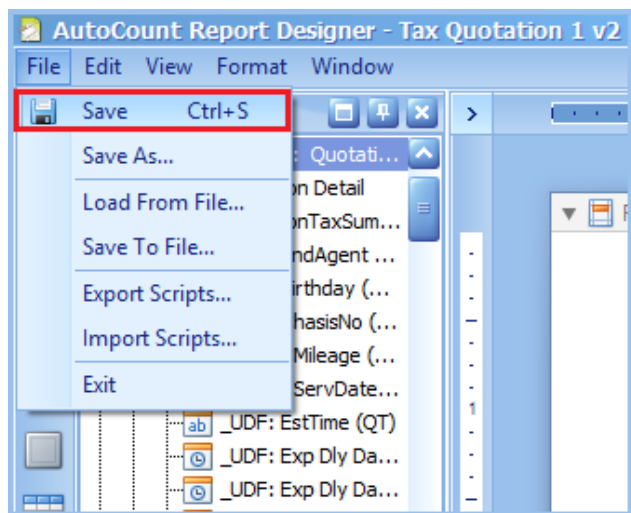
[1 Main Data: Quotation Master.Quotation Detail.SubDetailRelation.Description] [1 Main Data: Quotation Master.Quotation Detail.SubDetailRelation.Quantity]

DetailReportGroupFooter

Note : Prices are subjected to change without prior notice. We hope that our quotation is favourable to you and looking forward to receive your valued orders in due cours

Total	
Rounding Adj.	
Final Total	

ReportFooter



Then preview the report again.

You may need to make several times adjustment to achieve your desired outcome.

GST > SST (123456-A) B3-9-2, 2nd Floor, Lorong Batu Nilam 3F, Bandar Bukit Tinggi, 41200 Klang, Selangor Tel: 03 3080 8888 Sales Tax ID No : SST-12345 Service Tax ID No : SST-56789						
QUOTATION			No. : QT-000001			
Debtor One D1 Jalan D1 Bandar D1			Your Ref. : From : Validity : Delivery Term : Payment Term :			
TEL : FAX :			Date : 15-01-2017 Page : 1 of 1			
Thank you for your inquiry. We are pleased to submit our quote as follows:						
Item	Description	Qty	UOM	U/ Price RM	Disc.	Total RM
1.	Portable PC 405	2	UNIT	450.00		900.00
2.	Portable PC 705	2	UNIT	750.00		1,500.00
3.	OS System 2010	1	UNIT	200.00		200.00
4.	OS System 2010 SE	1	UNIT	250.00		250.00
5.	Accounting Express	2	UNIT	150.00		300.00
6.	Iventory Express	2	UNIT	150.00		300.00
7.	Office 123	1	UNIT	100.00		100.00
8.	Windows 456	1	UNIT	120.00		120.00
Note : Prices are subjected to change without prior notice. We hope that our quotation is favourable to you and looking forward to receive your valued orders in due course. Thank and regards.						Total 3,670.00

3. How to set default report.

Some of you may have defaulted your report that still using GST.

To change the default report, highlight which report you want to set as default, then click on Set Attributes button.

Design Report - Invoice Document				
Report Name	Type	Attributes	Default?	
Full Tax Invoice	System	GST =Yes		
Full Tax Invoice - For Preprinted Form	System	GST =Yes		
Full Tax Invoice - For Preprinted Form with Multi-Currency	System	Multi-Currency=Yes,GST...		
Full Tax Invoice (Inclusive Tax)	System	GST =Yes		
Full Tax Invoice 1	User			
Full Tax Invoice with Aging	System	GST =Yes		
Full Tax Invoice with Multi-Currency	System	Multi-Currency=Yes,GST...		
Invoice	System			

New
Design
Delete
Rename
Set Attributes

After that tick on 'Is Default Report?', OK.

Set Report Attributes

Report name: Full Tax Invoice 1

Type: User

Visibility: When the following modules match, then show.

Module	Attribute
Project	
Department	
Multi-Currency	
Advanced Multi-Currency	
Multi-Location	
Multi-UOM	
Item Batch No	
Bonus Point	
FOC	
BOM	
Consignment	
Advanced Financial Report	
FilterByAgent	
Serial No	
Landing Cost	
Item Package	
Multi-Dimensional Price Book	
GST	
Product	

Set Deny User List
OK
Cancel

☐ Is Default Report?

4. How to remove GST ID on report header

If you are using default report header, go to General Maintenance > Company Profile

1. Navigate to Logo & Report Header tab.
2. Highlight the GST ID No: and remove it (backspace / delete)
3. Or remove your GST registration number.
3. Click OK.

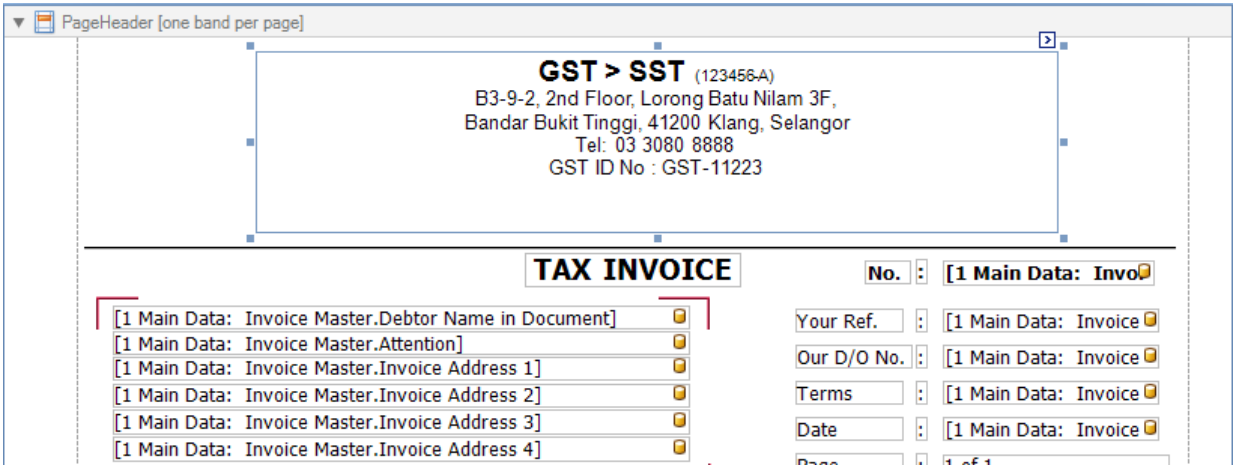
Remove the GST ID only when you no longer need to issue documents with GST. Suggest to remove it on 1 Sept 2018 or later.

5. How to replace GST ID with SST ID on report header

- 5.1 If you are using default report header, refer to item 4.
- 5.2 If you are not using default report header, there are several possibilities:
 - 5.2.1 You have created report header (together with GST ID) directly at Report Designer; OR
 - 5.2.2 Your GST ID is placed separately;
 - 5.2.3 Your report header (together with GST ID) is a picture file as a whole.

Scenario 1

You have created report header (together with GST ID) directly at Report Designer.
 What you need to do is just edit the text at Report Designer.
 To edit, click to highlight the company header.



PageHeader [one band per page]

GST > SST (123456-A)
 B3-9-2, 2nd Floor, Lorong Batu Nilam 3F,
 Bandar Bukit Tinggi, 41200 Klang, Selangor
 Tel: 03 3080 8888
 GST ID No : GST-11223

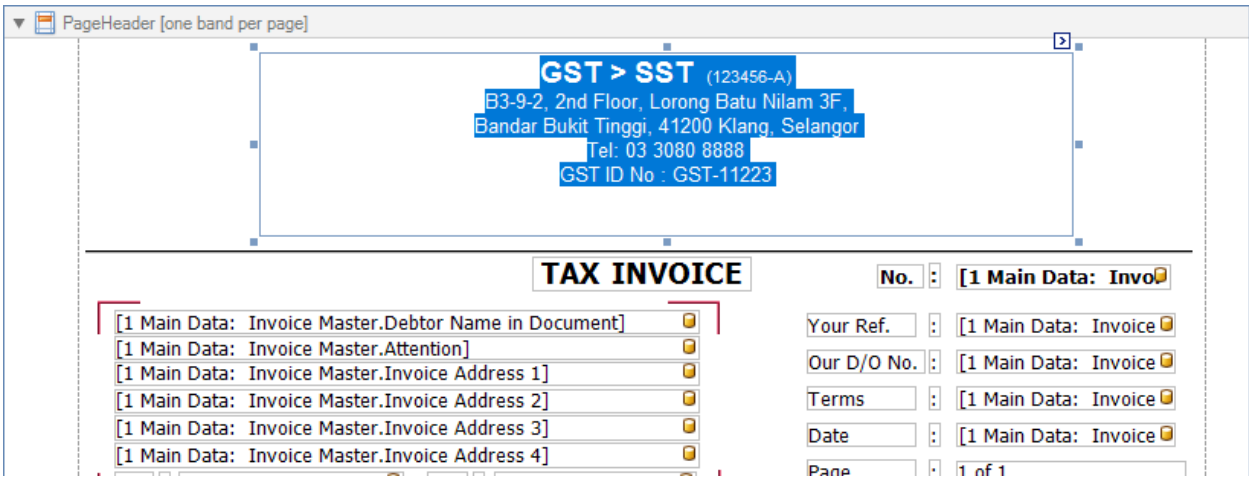
TAX INVOICE

No. : [1 Main Data: Invo]

[1 Main Data: Invoice Master.Debtor Name in Document]
 [1 Main Data: Invoice Master.Attention]
 [1 Main Data: Invoice Master.Invoice Address 1]
 [1 Main Data: Invoice Master.Invoice Address 2]
 [1 Main Data: Invoice Master.Invoice Address 3]
 [1 Main Data: Invoice Master.Invoice Address 4]

Your Ref. : [1 Main Data: Invoice]
 Our D/O No. : [1 Main Data: Invoice]
 Terms : [1 Main Data: Invoice]
 Date : [1 Main Data: Invoice]
 Page : 1 of 1

Then double click on it and you can start edit the text, e.i. change the GST ID to Sales Tax ID and Service Tax ID....
 Save it.



PageHeader [one band per page]

GST > SST (123456-A)
 B3-9-2, 2nd Floor, Lorong Batu Nilam 3F,
 Bandar Bukit Tinggi, 41200 Klang, Selangor
 Tel: 03 3080 8888
 GST ID No : GST-11223

TAX INVOICE

No. : [1 Main Data: Invo]

[1 Main Data: Invoice Master.Debtor Name in Document]
 [1 Main Data: Invoice Master.Attention]
 [1 Main Data: Invoice Master.Invoice Address 1]
 [1 Main Data: Invoice Master.Invoice Address 2]
 [1 Main Data: Invoice Master.Invoice Address 3]
 [1 Main Data: Invoice Master.Invoice Address 4]

Your Ref. : [1 Main Data: Invoice]
 Our D/O No. : [1 Main Data: Invoice]
 Terms : [1 Main Data: Invoice]
 Date : [1 Main Data: Invoice]
 Page : 1 of 1

Scenario 2

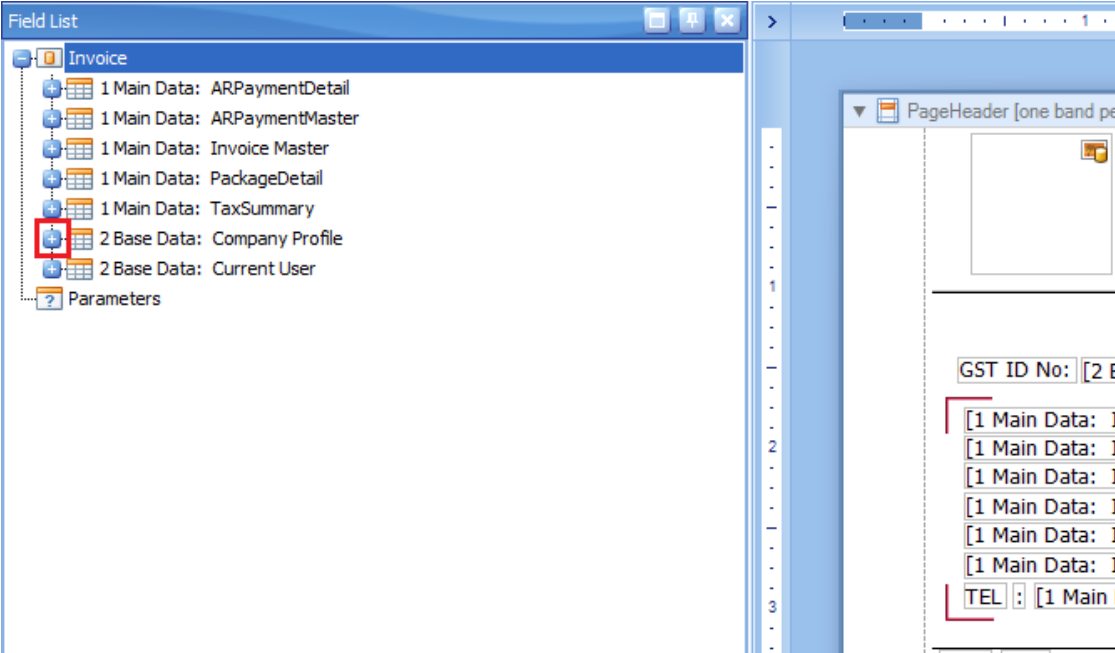
Your GST ID is placed separately.

Example as shown below, your GST ID are placed on top of your debtor address.

GST > SST (123456-A) B3-9-2, 2nd Floor, Lorong Batu Nilam 3F, Bandar Bukit Tinggi, 41200 Klang, Selangor Tel: 03 3080 8888							
TAX INVOICE							
GST ID No: GST-11223				No. : I-000001			
Company A				Your Ref. :			
				Our D/O No. :			
				Terms : C.O.D.			
				Date : 31-08-2018			
TEL :				FAX :			
				Page : 1 of 1			
Item	Tax Code	Description	Qty	UOM	U/ Price RM	Disc.	Total RM
1.	SR abc		1		50.00		50.00
2.	SR efn		1		50.00		50.00

To edit, go into report design.

On the left panel (Field List), search for **2 Base Data: Company Profile** and click on the '+' sign to expand.



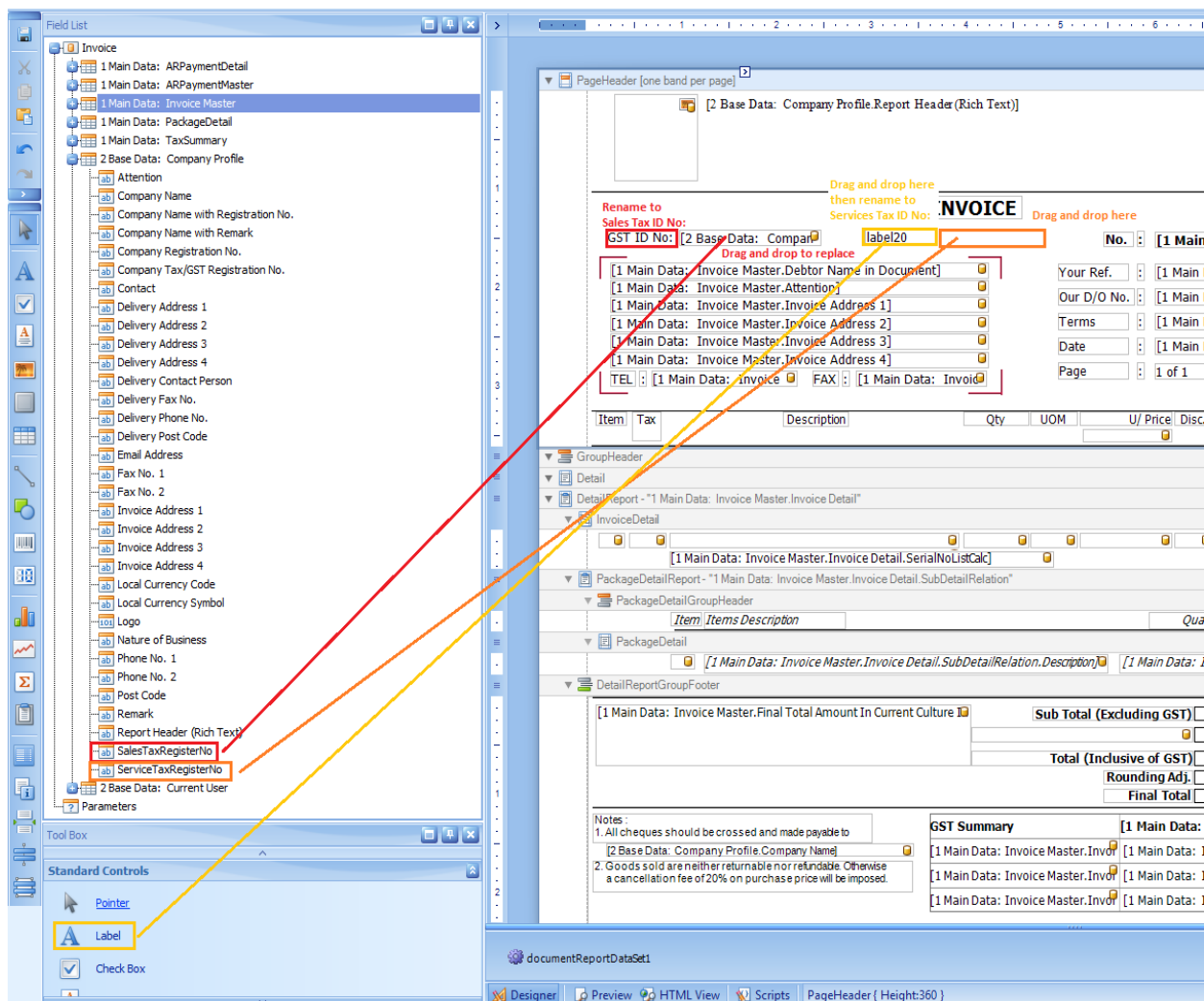
The screenshot shows the 'Field List' on the left with the following items:

- Invoice
 - 1 Main Data: ARPaymentDetail
 - 1 Main Data: ARPaymentMaster
 - 1 Main Data: Invoice Master
 - 1 Main Data: PackageDetail
 - 1 Main Data: TaxSummary
 - 2 Base Data: Company Profile** (highlighted with a red box)
 - 2 Base Data: Current User
 - Parameters

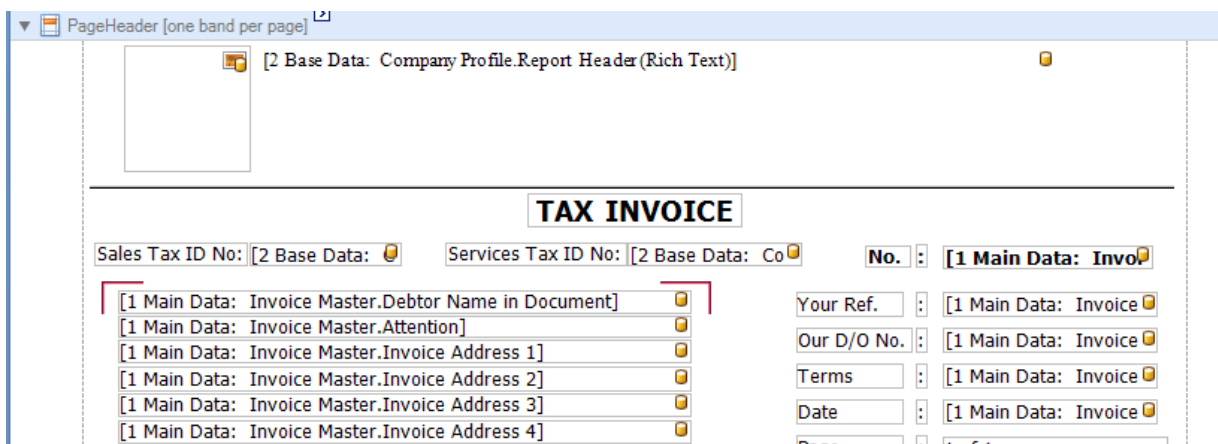
The report preview on the right shows the 'PageHeader' section with the following fields:

- GST ID No: [2 B
- [1 Main Data: I
- [1 Main Data: I
- [1 Main Data: I
- [1 Main Data: I
- [1 Main Data: I
- [1 Main Data: I
- TEL : [1 Main I

Kindly note that GST ID Number has only 1 field for you to edit, if your company has both Sales Tax ID and Services Tax ID, you have to create one more field in order to display both IDs. Follow the following steps, then save it.



After that you will get something like this.



Then preview it.

GST > SST (123456-A) B3-9-2, 2nd Floor, Lorong Batu Nilam 3F, Bandar Bukit Tinggi, 41200 Klang, Selangor Tel: 03 3080 8888							
TAX INVOICE							
Sales Tax ID No: SST-12345				Services Tax ID No: SST-56789		No. : I-000001	
Company A				Your Ref. : Our D/O No. : Terms : C.O.D. Date : 31-08-2018 Page : 1 of 1			
TEL :		FAX :					
Item	Tax Code	Description	Qty	UOM	U/ Price	Disc.	Total
					RM		RM
1.	SR abc		1		50.00		50.00
-	--		-		-- --		-- --

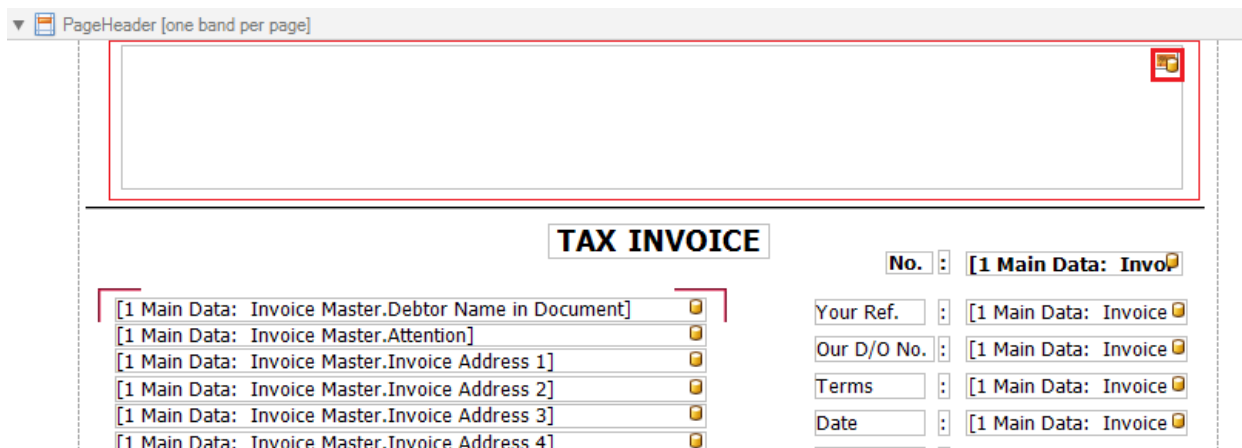
Scenario 3

Your report header (together with GST ID) is a picture file as a whole.

You have to replace it with a new picture file (with SST ID).

Go to report design and click highlight the company header.

If it is a picture you will see a small icon with a yellow cylinder logo at top right of the header as shown below.



PageHeader [one band per page]

TAX INVOICE

No. : [1 Main Data: Invoice No.]

Your Ref. : [1 Main Data: Invoice Ref.]

Our D/O No. : [1 Main Data: Invoice D/O No.]

Terms : [1 Main Data: Invoice Terms]

Date : [1 Main Data: Invoice Date]

[1 Main Data: Invoice Master.Debtor Name in Document]

[1 Main Data: Invoice Master.Attention]

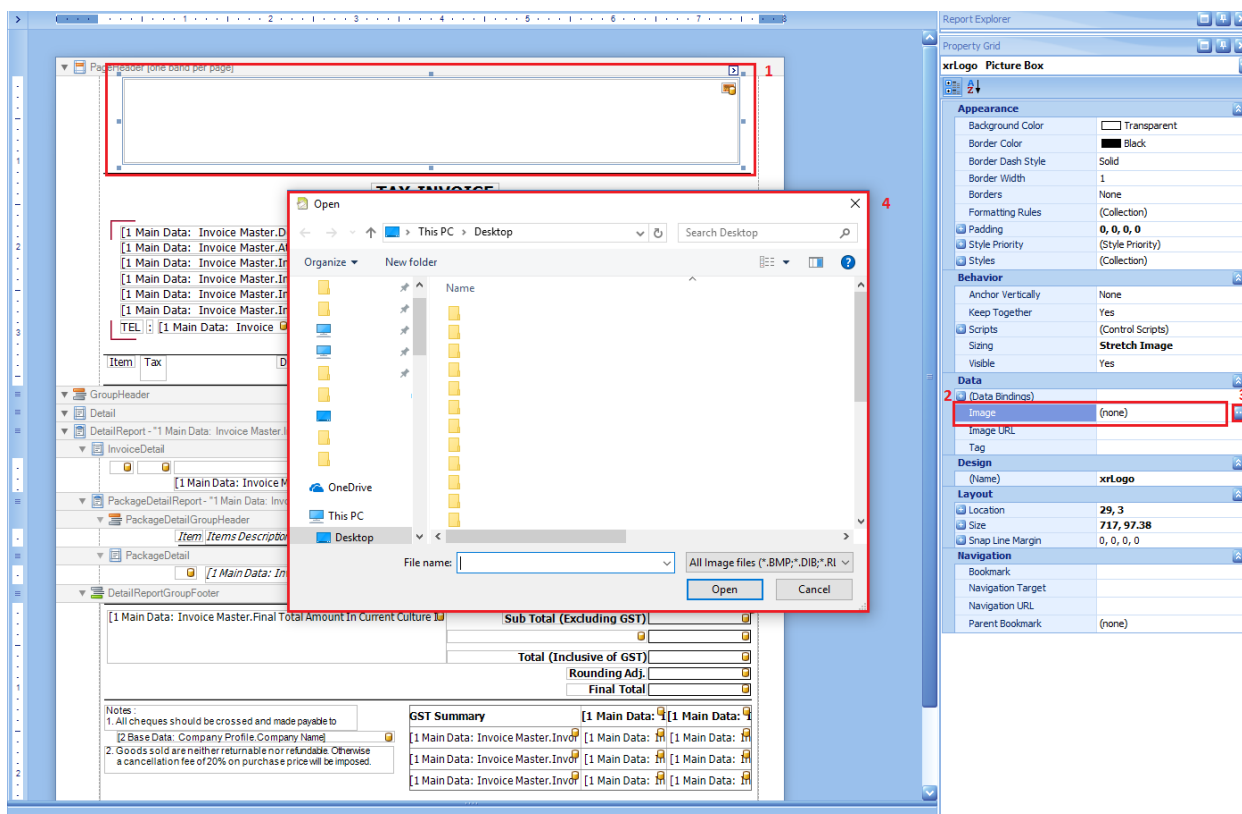
[1 Main Data: Invoice Master.Invoice Address 1]

[1 Main Data: Invoice Master.Invoice Address 2]

[1 Main Data: Invoice Master.Invoice Address 3]

[1 Main Data: Invoice Master.Invoice Address 4]

1. Highlight the company header.
2. On right panel, side, search for **Image**.
3. Then click on the ... (ellipse button).
4. Locate your new picture file and then click open.



Report Explorer

Property Grid

Image Picture Box

Appearance

Background Color: ☐ Transparent

Border Color: ☐ Black

Border Dash Style: Solid

Border Width: 1

Borders: None

Formatting Rules: (Collection)

Padding: 0, 0, 0, 0

Style Priority: (Style Priority)

Styles: (Collection)

Behavior

Anchor Vertically: None

Keep Together: Yes

Scripts: (Control Scripts)

Sizing: **Stretch Image**

Visible: Yes

Data

(Data Bindings)

Image: (none)

Image URL: Tag

Design

(Name): xrLogo

Layout

Location: 29, 3

Size: 717, 97, 38

Snap Line Margin: 0, 0, 0, 0

Navigation

Bookmark: Navigation Target

Navigation URL: Parent Bookmark (none)

Open

This PC > Desktop

File name: All Image files (*.BMP;*.DIB;*.JPG;*.PNG;*.TIFF)

Open Cancel

Save it.

Guide on **RCRG-S**

Re-Designing Customized Reports from GST to SST

